

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0229978	10. Budget Program Number 29115		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Accountant			Position Number
3. Division East Region			12. Proposed Class Title			
4. Section Operations	For Use By Personnel Office	13. Allocation				
5. Unit Fiscal		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM To: 5 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Michelle Bradberry	Public Service Admin II	K0225689

Who evaluates the work of an incumbent in this position?

Michelle Bradberry	Public Service Admin II	K0225689
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The work requires initiative, discretion, and the ability to make independent judgments regarding the urgency of a situation and/or its sensitivity. Handles many administrative details independently. General instructions are given. Guidelines are often complicated or technical in nature, requiring careful interpretation.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPPA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
30%	E	<p>Approvals</p> <ul style="list-style-type: none"> • Approves all payments ensuring the proper coding of the supplier, program, account, service location, funding, purchase order and payment amount (this includes all payments to vendors for rents, utilities, etc.). • Approves all procurement card transactions in the State accounting system ensuring the proper coding of the program, account, service location, funding, purchase order match and payment amount. • Approves all purchase requisitions in the State accounting system ensuring the proper coding of the supplier, amount, program, account, funding, delivery location, contract number and if goods/services will be paid by amount or quantity.
30%	E	<p>Budget Projections</p> <ul style="list-style-type: none"> • Obtains salary and expense information from Central Office. • Maintains detailed database of Other Operating Expenses (OOE) and projects future spending. • Maintains minimal database of Salaries – projects future spending based off of detailed reports from Central Office. • Researches and analyzes regional salary costs for ad hoc reports and requests. • Works with Regional Fiscal Manager to submit the monthly projections report.
20%	E	<p>Travel Reporting</p> <ul style="list-style-type: none"> • Enters all travel and expense reports into the State accounting system ensuring the proper coding of the program, account, service location, funding and payment amount. • Ensures all documentation is correct and complete. • Works with any/all regional staff to ensure expenses are claimed at the correct rate and follow applicable DCF and Department of Administration policy.
10%	E	<p>Other Duties as Assigned</p> <ul style="list-style-type: none"> • Responds to inquiries from customers and vendors regarding account and/or payment status in a timely and efficient manner. • Ensures customer service standards are maintained. • Completes other tasks or duties as assigned by Supervisor, Assistant Director of Operations or Facilities Manager as per directive, policy and all other applicable requirements.
10%	E	<p>Imprest/Fee Fund Account Reconciliation</p> <ul style="list-style-type: none"> • Maintains accurate, detailed records and reconciles transactions to and from the regional bank accounts. • Researches outstanding payments and takes appropriate action.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ☒ (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - ☐ () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - ☐ () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?
- ☐ () Minimal property damage, minor injury, minor disruption of the flow of work.
 - ☒ (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - ☐ () Major program failure, major property loss, or serious injury or incapacitation.
 - ☐ () Loss of life, disruption of operations of a major agency.

Please give examples.

Interrupted workflow will result in unnecessary delay of payments to vendors, clients and employees. Errors in work create the potential for duplicate payments to vendors, payments to incorrect vendors, journal vouchers, disruption of operations.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact may be made with supervisory staff, vendors and providers, the public and other employees to obtain or provide information, solve problems, and build consensus.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress, eye/wrist strain, angry customers, traveling, extended periods of sedentary work.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: phone, computer, copier, fax machine

Occasionally: state owned or rented vehicle

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Required: One year of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency.

Preferred: Experience with the financial auditing process – understanding of auditing principles.

Education or Training - special or professional

None

Licenses, certificates and registrations

Must maintain a valid driver's license

Special knowledge, skills and abilities

*Ability to establish and maintain effective working relationships.

*Ability to communicate effectively both verbally and in writing.

*Ability to proofread and edit for grammar, spelling, syntax and style; compute, verify and compare figures; detect discrepancies in information or records.

Experience - length in years and kind

Preferred:

- At least one year of experience with PeopleSoft Enterprise or similar accounting software.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date